

**Buildings & Grounds Department**  
**Executive Summary**  
**November 13, 2014**

## **I. Budget Overview**

The Preliminary FY16 Buildings & Grounds Budget supports Strategic Plan Initiative V.i.B. This budget includes extraordinary maintenance items totaling \$199,000, which is approximately the same that was funded in FY15. This request includes items that resulted from observations and input from all Building Principals. Although the initial requests were much higher, the list was reduced to provide funding for several extraordinary maintenance items:

- **Center \$18,000** – The Preliminary budget includes funding to repair/replace water bubblers & window shades throughout the school and to install new safety padding around radiators in the cafeteria. No Center School requests were delayed.
- **Elmwood \$38,000** – The Preliminary budget includes funding to re-carpet selected classrooms and the main office area, to paint common areas and selected classrooms, and to re-line the gym floor and outside basketball court. Additional painting projects, stage/cafeteria improvements, and outside paving have been delayed.
- **Hopkins \$54,000** – The Preliminary budget includes funding to install a playground pavilion to provide shade, bathroom repairs, and work on fire suppression storage tanks. Painting projects have been delayed.
- **Middle School \$92,000** – The Preliminary budget includes funding to paint the library & school lockers, to replace carpeting in selected classrooms and the main office with vinyl tile, to install an eyewash station in a science lab, and to install door-holding magnets at the Brown Gym, auditorium, & cafeteria. In addition, there is a request to use \$45,000 of Parking Fee money to install exterior lighting in A lot. A request to apply Idea Paint in selected classrooms has been delayed.
- **High School \$40,000** - The Preliminary budget provides funds for lighting control upgrades in the auditorium and to convert the Foreign Language lab into a large Science lab. A request to replace the existing scoreboard on the gymnasium has been referred to the Athletic Director for research into other possible funding sources. No other High School requests were delayed.

## **II. Personnel Summary**

- The Preliminary FY16 budget includes a request to increase the Maintenance and Middle School Custodial staff by 1.0 fte each. The Maintenance addition would be primarily responsible for grounds maintenance. The current Maintenance staff of 5 workers and 1 supervisor takes care of 20 acres of athletic fields including cutting the turf, lining practice fields, lining and preparing game fields, line trimming around fences, bleachers and other standing objects, picking up trash, fertilizing, seeding, aerating, and maintaining irrigation which consists of 5 wells, 64 zones and over 300 heads. They also maintain over 10 acres of lawn areas and parking lots at the 5 separate school buildings. Additionally, these 6 staff members are responsible for plumbing, electrical, carpentry, painting, HVAC and other repairs to approximately 550,000 square feet of buildings. The maintenance department struggles to keep up with maintenance requests and work orders, and preventative maintenance is not optimal, especially during the spring and fall sports seasons. An increase of a full-time custodian at the Middle School would bring that building up to appropriate levels for a 140,000 square foot building. The current staffing level is 1 during the day and 3 at night. The additional position will assist in providing a cleaner environment for staff and students.

## **III. Expense Summary**

- The FY16 budget for Utilities (object codes 416-419) has been increased by 5% over FY14 actual costs with the exception of telephone expenses which reflect an overall decrease of \$11,546 to reflect recent actual costs.
- The FY16 Equipment Maintenance accounts (object code 431) have been increased by \$10,290 to reflect a reclassification of annual boiler servicing that was previously budgeted in Contracted Services. As such, you will note a corresponding \$10,000 decrease in the Contracted Services account.

- In total, custodial & maintenance supply budgets have been increased by \$7,681 to reflect the costs of maintaining facilities at a higher level.
- Although the total costs associated with Grounds Maintenance have been increased by only \$5,000 between FY15 and FY16, the net operating budget has been increased by \$20,000 reflecting the lessened ability to cover these costs via revolving account revenue.
- Although the total costs associated with Contracted Services have been decreased by \$10,000 between FY15 and FY16, the net operating budget has been increased by \$16,000 reflecting the lessened ability to cover these costs via revolving account revenue.

#### **IV. Revolving Account**

- The Building Use Revolving account has been depleted over the past several years to pay for supplies and services which really should be included in the operating budget. Examples include the cost of a new truck, a new water heater, storage space rental, capital asset reports, sprinkler testing, equipment purchases & repairs, energy upgrades, elevator inspections, boiler maintenance, alarm & fire suppression system testing, HVAC repairs, etc. As a result, the year-end balances in this account have decreased as follows:

6/30/11	\$187,000
6/30/12	\$121,000
6/30/13	\$104,000
6/30/14	\$ 69,055

- The annual reliance on this account to balance the operating budget, with the infusion of no new revenue sources, is resulting in an unsustainable pattern. Therefore, the Preliminary FY16 Buildings & Grounds budget relies much less on the funds in this account.